Mimeo Printer User Guide

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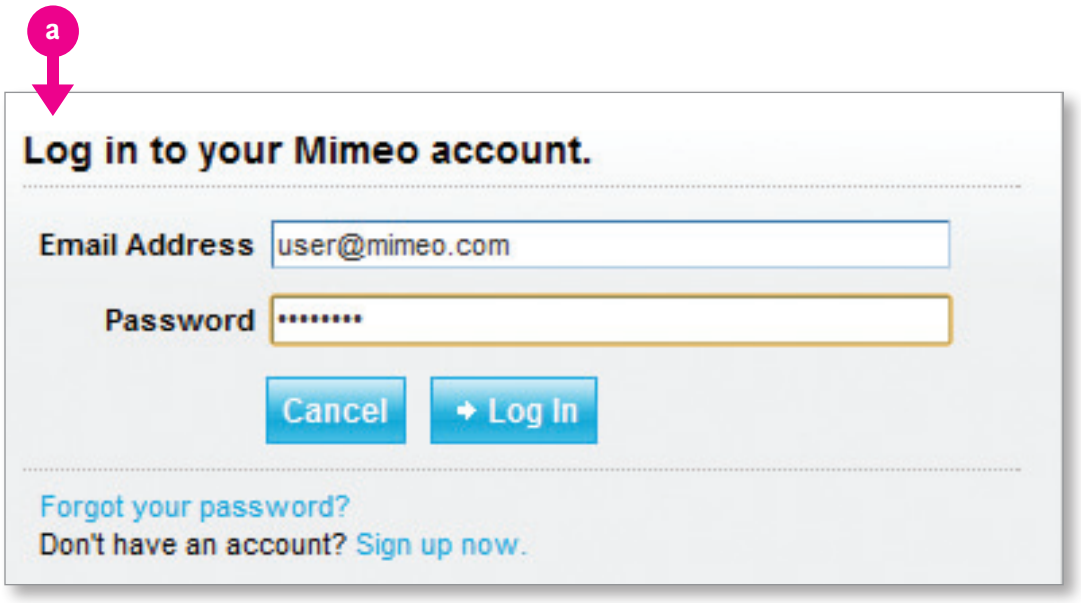
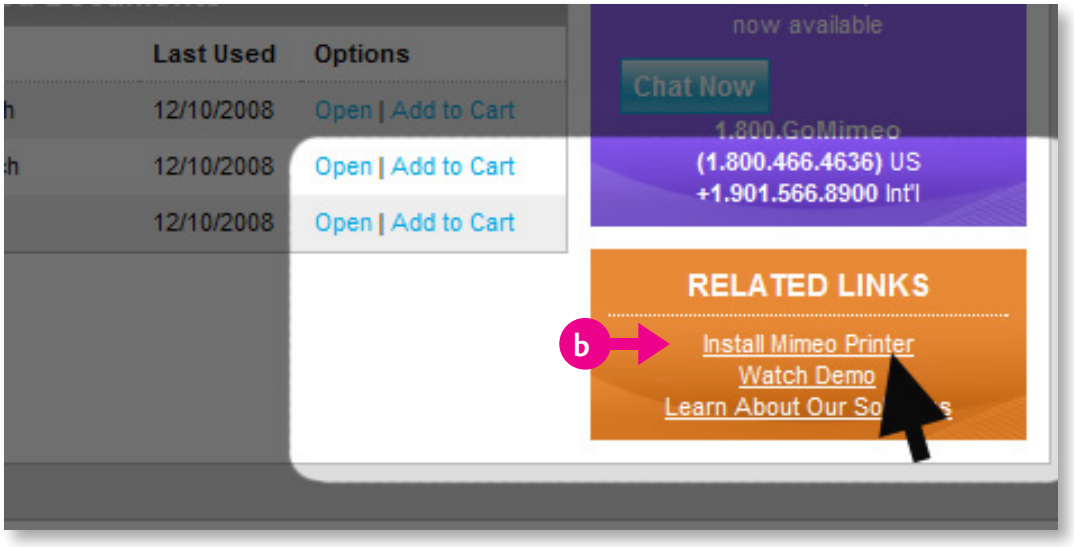
Step 1. Download & Install the Mimeo Printer

a. Log in to your Mimeo account.

b. Click on the "**Install Mimeo Printer**" link in the bottom right corner of your MyMimeo Library.



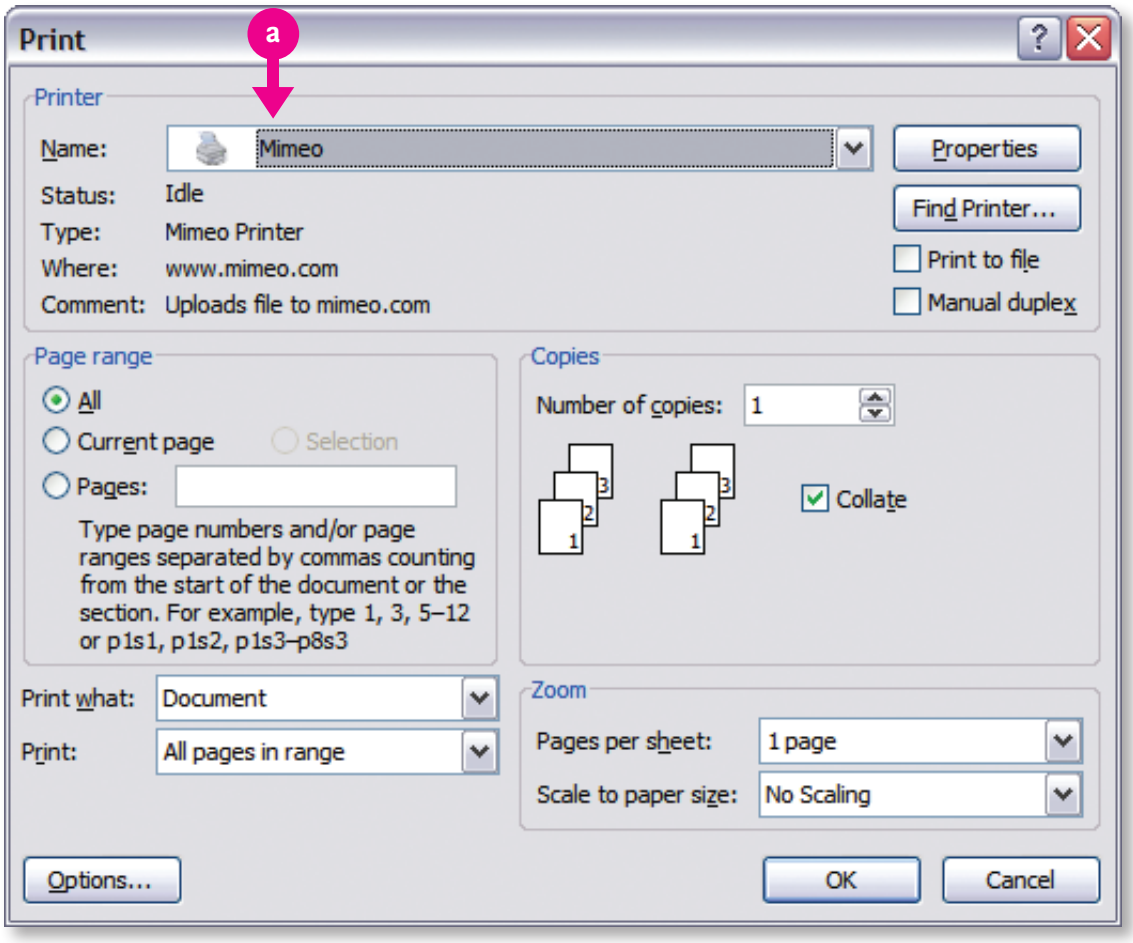


c. Follow prompts to download the Mimeo Printer. Download the Mimeo Printer installation to your desktop. Then double-click on it to launch the installation.

Step 2. Select Files for Uploading

There are two ways to upload your files:

a. Open your file in its application, click print, select "**Mimeo**" as your printer, and click "**OK**".



b. Drag and Drop your file(s) or folder(s) onto the Mimeo icon on your desktop or directly into the Upload Manager.

(NOTE: You can drag and drop one file at a time or many. Drag and Drop a folder and all the files within the folder will be uploaded to Mimeo.)

(NOTE: If you have not already signed into the Mimeo Print Driver, you will be prompted to login with your Mimeo email address and password. The Driver does not know if you are already logged into the Web Site)

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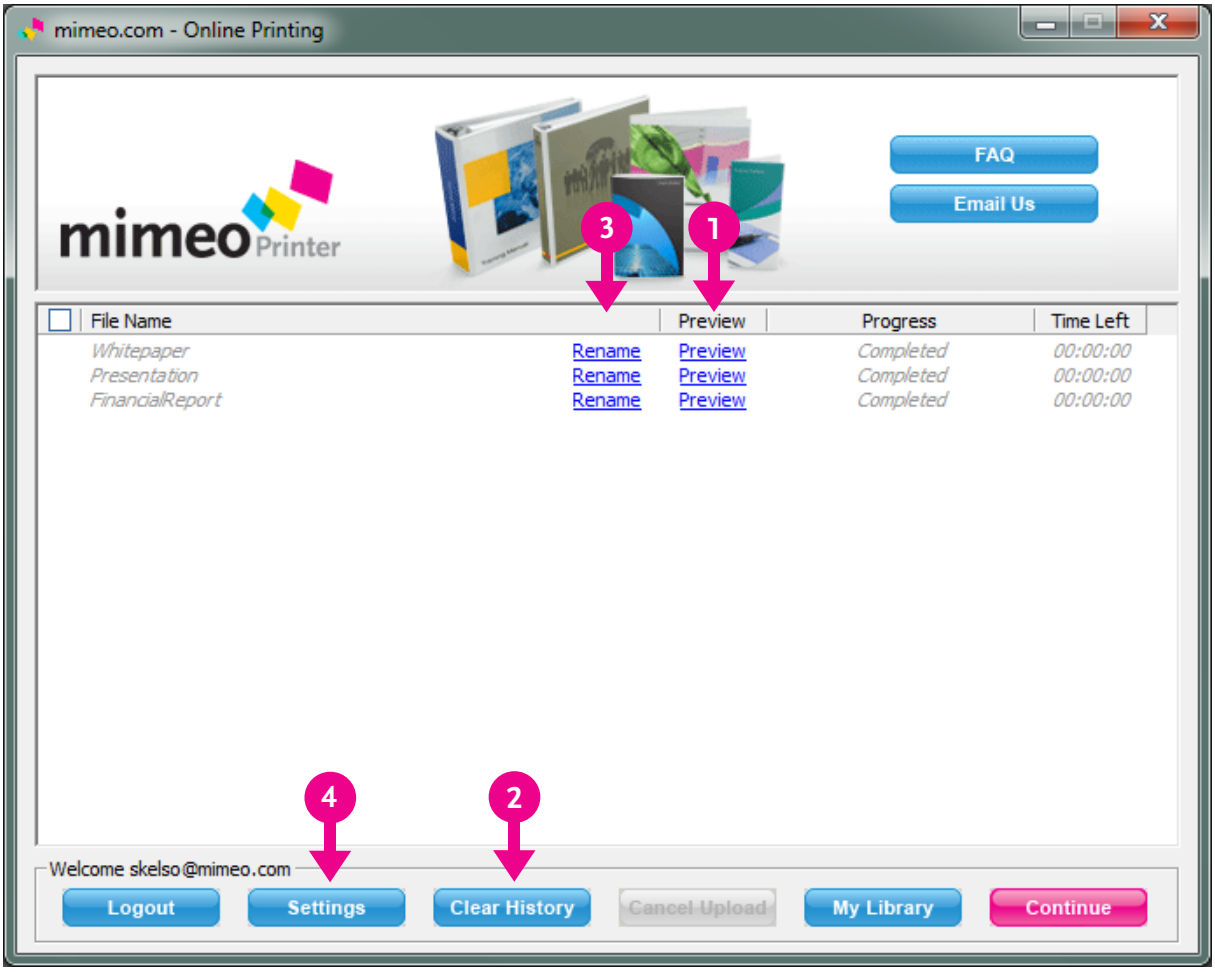
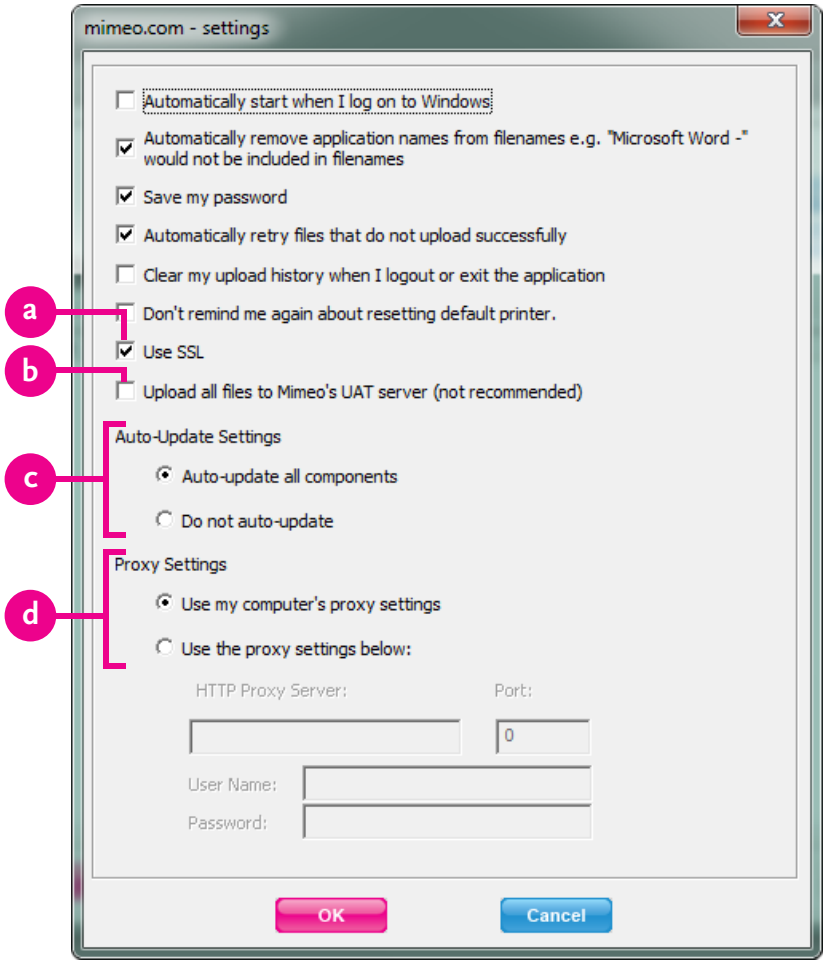
Watch as your files are uploaded quickly by the Mimeo Printer.



Optional Features:

1. **Preview**: Click the link next to the file to go directly to the file preview screen.
2. **Clear History**: Click this link to clear your upload history
3. **Rename**: Change the file names right on the Upload Manager. You can rename a file at any point by clicking the "**Rename**" link next to the file name. Type in the new name and then click the green check mark.
4. **Settings**: Set your Mimeo Printer preferences. (see next page for description of Settings Options)

Customize how you want the Mimeo Printer to work for you with the Settings Options.



a. Use SSL: SSL stands for Secure Sockets Layer, and is basically a method for encrypting and ensuring the security of the uploads. However depending on your company network this may not be compatible, in which case you can turn it off.

b. Upload all files to Mimeo's UAT Server: The UAT Server is a test platform which we use with some customers for testing purposes. You should not check this unless you are instructed to by Mimeo, as your uploaded files won't appear in your library.

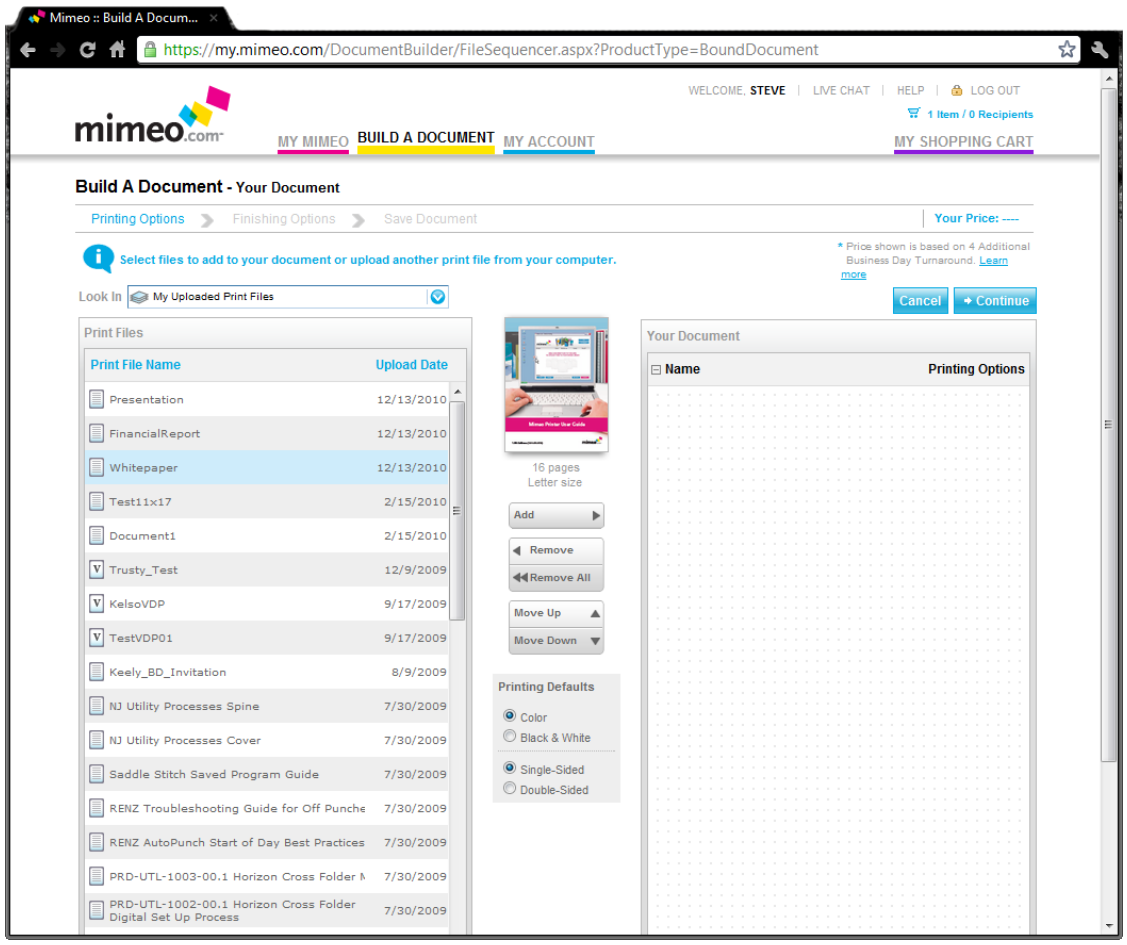
c. Auto Update Settings: This feature will allow the user to automatically update all components of the print driver or to choose not to update automatically.

d. Proxy Settings: Some companies have a proxy server (similar to a firewall) and require additional settings to get the driver to work with it. If this is the case, you will need to get your company's MIS team to supply you with the proxy information.

Step 3. Build your Document

a. When you have uploaded all your files, start building your document on Mimeo.com by clicking on the "**Continue**" button.

The system will take you directly to the Printing Options screen as seen below.



Now you are ready to build your documents. Refer to the Ordering Quick Guide if you are a new user.

Frequently Asked Questions

Installation

Which platforms does the Mimeo Printer support?

Windows 2003, Windows XP, Windows Vista and Windows 7. Please use the old Print Driver with Windows 9x, ME, NT or 2000.

What about my Macintosh?

The Mimeo Printer is for PCs only, and does not support Macs at this time. We recommend using our PDF Uploader for your Mac files.

Do you support 64 bit PCs?

Yes, as well as 32 bit.

Do I need to have administration rights on my machine to install the Mimeo Printer?

Yes, we recommend using our PDF Uploader if you are unable to install The Mimeo Printer.

What if I already have an older Mimeo Printer installed?

The new Mimeo Printer will prompt you to automatically uninstall the older software and replace it with the new one. The best method is to unistall the old driver and then install the new driver.

Frequently Asked Questions

Drag and Drop

What can I drag?

You can drag and drop a single file, a single folder, or multiple files and folders. When you drag and drop a folder, Mimeo will print all the files in that folder and its sub-folders.

Where can I drop it?

You can drop files and/or folders onto any Mimeo shortcut on your desktop or in your toolbars. You can also drop them directly into the main area of the Upload Manager. Please note that you cannot drop files onto the Mimeo icon in the task tray on the bottom-right corner of your screen.

Can I upload my marketing products with the Mimeo Printer?

Sometimes. For letter-size (8.5"x11") marketing documents, including saddle-stitch booklets, flyers and brochures that fold down to smaller sizes, you can upload your content using the printer. For posters and for other size marketing documents (available through the "Posters" and "Other Sizes" buttons on the "Build a Document" menu, respectively), use the special PDF Upload that is provided as a step in the online workflow for creating those products.

How many files can I drag and drop at once?

As many as you'd like! There is no limit. Please be aware that when you drop a large number of files at once, it may occasionally appear as though your computer finished without uploading all the files you indicated. Be patient...your computer is just taking a moment to catch its breath.

How do I switch the Mimeo account I am logged into?

Click on the "***Logout***" button on the Uploader screen. You can also right-click on the Mimeo icon in the task tray in the lower right-hand corner of your desktop and select "***Exit***".

You will be prompted to log in again the next time you try to "drag and drop" or print a file.

Printing

Can I print page ranges?

Absolutely! Open the file in its application, then click File>Print. On the print dialog screen that appears, select your page range and select "Mimeo" as the printer. Please note that you cannot print page ranges via drag and drop.

Can I print multiple tabs in Excel?

Absolutely! Open the file in Excel, then click File>Print. On the print dialog screen that appears, select either the "Entire Workbook" or "Active Sheet(s)" option (usually in the "Print what" section) and select "Mimeo" as the printer. Please note that you cannot print multiple tabs via drag and drop.

Can I print a PowerPoint presentation with notes?

Absolutely! Open the file in PowerPoint, then click File>Print. On the print dialog screen that appears, select the "Notes" option (usually in the "Print what" section) and select "Mimeo" as the printer. Please note that you cannot print notes via drag and drop.

Will the Mimeo Printer scale down my 11x17 document?

Yes. The Mimeo Printer will scale your document to be 8.5"x11" unless you explicitly set it up to print as A4. Any other size will scale to fit into one of those two final sizes.

Notes

Notes

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